

CHAPLAIN SOCIAL/PASTORAL MINISTRY
EVENT CHECKLIST

REQUESTED BY: (Name & Phone #):
DATE REQUESTED:
EVENT:
DATE OF EVENT:
TIME OF EVENT:
PLACE OF EVENT:
DRESS (WHAT IS THE COMMANDER WEARING?):
HEAD TABLE:
INVOCATION:
BENEDICTION:
IS WIFE INVITED:
COST (IS IT POSSIBLE TO PAY FOR THE CHAPLAIN? IF NOT, THEN THE CHAPLAIN MAY CHOOSE TO PRAY AND LEAVE):
IF LUNCHEON/DINNER, CHOICE OF MENU:
SPECIAL GUESTS AT THE EVENT:
ADDITIONAL INFO:
RECEIVED BY:

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CHAPLAIN ATTENDING:
RSVP MADE: BY WHOM: